DISPOSAL

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BUSINESS PRACTICE

SPACE

- TIME IS MONEY
- SPACE
- DISPOSAL IS PROMPT
- ASSETS DETERIORATE
- USEFUL BECOMESOBSOLETE ORUNSERVICEABLE

DISPOSAL PROCESS

ASSETS HAS VALUE AND ARE REUTILIZED

TIME AND SPACE ARE MAXIMIZED!

VS

BUSINESS LIABILITY

POSTPONĖ DISPOSAL

- AVAILABLE ASSET
- POSTPONE DISPOSAL
- ASSET DEVALUES
- SPACE
- TIME

ASSET DEVALUES

SPACE COSTS INCREASE DUE TO ACCUMULATION

TOO MUCH TIME IS WASTED
CATCHING UP AND ONCE-VALUABLE
ASSETS BECOME SCRAP

6 BASIC DISPOSAL RULES

All useable personal property must be offered to other Federal agencies prior to donation or sale

Unserviceable or obsolete property must be offered to the state surplus property agency prior to direct donation or sale

DISPOSAL RULES

 Direct donations can only be made to public bodies (city, county, state, etc) (except EO12999 and Stevenson-Wydler)

 Government employees may ONLY purchase property through a competitive sale or auction – NOT notice of abandonment or destruction

DISPOSAL RULES

<u>Separation of duties – a must!!!!</u>

The asset manager conducts the small lot sale or public notice of abandonment

A collection officer must receive and deposit the money

Determining the appropriate method of disposal

TRADE-IN OR EXCHANGE SALE:

- Is the asset being replaced?
 OR
- Is a similar asset being purchased to perform the functions of the old item?

Determining the appropriate method of disposal

Available personal property report (SF120 or Bureau equivalent)?

OR

Certificate of Unserviceable Property (DI-103A)?

AVAILABLE PROPERTY REPORT

- The asset is in a useable condition or can be used with minimum repairs.
- The asset is not being replaced.
- The asset has value for more than it's scrap content.

Asset Screening and Reutilization Flowchart Asset declared available for redistribution 10 days Donate computers to Screen AV ailable & schools/higher Exchange-Sale Trade-In education via EO 15 days Electronic HandBook 12999 or (SAVES EHB) Stevenson-30 days Wydler Act 15 days Report to GSA **Donations:** for Federal and schools/higher Transfers: eBay donation education, Within 30 days screening public bodies, bureaus/DOI State Agencies 21 days 15 days 15 days Donation: Release back Transfer: other Federal **GSA** sales State agencies, to agency for agency public bodies disposal 90 days 21 days 21 days 21 days Sell via: Small Lot Donate to Recycle Destroy Sales. public bodies 15 days Notice of 15 days 15 days Abandon 60 days

CERTIFICATE OF UNSERVICEABLE PROPERTY

Is the asset in such a condition that it is not economical to repair?

OR

Is the property item obsolete, having no value to any federal or state agency?

REPORTS OF SURVEY

Reports of Survey are required whenever:

- property is lost or stolen;
- there is damage or destruction (including government vehicles);
- fraud or other property irregularities are apparent;

SURVEYS CON'T

THERE ARE CIRCUMSTANCES WHERE A POSSIBILITY OF A CLAIM AGAINST THE GOVERNMENT MAY EXIST;

THERE ARE INVENTORY SHORTAGES.

REPORTS OF SURVEY ARE APPLICABLE TO:

GOVERNMENTPROPERTY THAT ISOWNED

RENTED

LEASED

LOANED OUT

IN THE
POSSESSION OF
CONTRACTORS